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## **Position Description: Controller (Part-Time)**

The Commission is looking to add a Controller (Part-Time) to its staff in Saskatoon. The days/hours of work are negotiable, along with a competitive salary and benefits package.

### **The Saskatchewan Real Estate Commission:**

The Commission is responsible for the regulation of Saskatchewan's real estate industry. The Commission is mandated to protect consumers and to provide services that enhance and improve the industry and the business of industry members.

For more on the Commission and its role, mandate and mission, visit our website:

<http://www.srec.ca/comminfoov.asp>

### **Basic Function:**

While complying with generally accepted accounting principles, the controller position is responsible for the accounting operations of the Commission, to include the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the Commission's reported financial results.

### **Principal Accountabilities:**

#### **Management:**

Under the direction and supervision of the Executive Director:

1. Maintain a documented system of accounting policies and procedures;
2. Manage outsourced brokerage audit responsibilities of the Commission;
3. Oversee the accounting operations of the Commission, its control systems, transaction-processing operations, and policies and procedures; and
4. Contributes to the Commission staff team environment by accomplishing related results as needed.

#### **Transactions:**

1. Ensure that accounts payable are paid in a timely manner;
2. Ensure that accounts receivable are collected promptly;
3. Assist in payroll processing in a timely manner;
4. Ensure that periodic bank reconciliations are completed;
5. Ensure that required payments are made on a timely basis;
6. Maintain the chart of accounts;
7. Maintain an orderly accounting filing system;
8. Maintain a system of controls over accounting transactions; and
9. Include that remittances are made as required.

**Reporting:**

1. Issue timely and complete financial statements and investment summary and analysis;
2. Assist in the coordination and preparation of the Commission Annual Report;
3. Recommend benchmarks against which to measure the performance of Commission functions;
4. Manage the production and tracking of the annual budget;
5. Calculate variances from the budget and report significant issues to the Executive Director; and
6. Provide financial analyses as needed.

**Compliance:**

1. Coordinate the provision of information to external auditors for the annual audit;
2. Provide assistance in the review and reporting of brokerage trust audits and brokerage annual financial reporting requirements; and
3. Comply provincial and federal government filing and reporting requirements.

**Desired Qualifications:**

The controller candidate should have a Bachelor's degree in commerce, accounting or business administration, or equivalent business experience and 10+ years of progressively responsible experience for a major company or division of a large corporation. Preference will be given to candidates with the Chartered Professional Accountant designation.

For more information, or to apply with resume via email, please contact:

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**Saskatchewan Real Estate Commission**

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